

Notice of Meeting

To the parent(s) of _____ Date _____

You are invited to a meeting to:

- ☐ Review evaluation / re-evaluation data and consider your student's eligibility for special education.

If student is determined to be eligible, the team will also:

- ☐ Discuss / develop an individualized education program (IEP) for your student, and consider the educational placement of your student.

Enclosed is a copy of the Procedural Safeguards.

- ☐ Consider transition services. Your student is invited to participate.

- ☐ Discuss the educational placement of your student.

- ☐ Other _____

The meeting is scheduled as follows:

Date _____ Time _____ Location _____

Participants we expect to be in attendance:

☐ LEA Representative _____

☐ Special Education Teacher _____

☐ Regular Education Teacher _____

☐ Student (as appropriate) _____

Name _____ Position / Agency _____

Name _____ Position / Agency _____

Name _____ Position / Agency _____

Name _____ Position / Agency _____

Name _____ Position / Agency _____

Name _____ Position / Agency _____

If any IEP team member will not be attending the IEP meeting, complete and attach the form

"IEP team member not attending" prior to the meeting.

You may bring other individuals who have knowledge or special expertise regarding your student. If you plan to do so or if this is not a convenient time and place, please contact:

_____ at: _____

Copy to parent and to file.